



Sparking wonder and curiosity about our world through hands-on science experiences

Come join our fundraising team! The full-time, on-site Development Manager will work with the Vice President of Development and the Development & Membership team to support strategies aimed at increasing individual giving, generating corporate and foundation gifts and reinvigorating volunteer teams to lead special fundraising events. The ideal candidate will be a fundraiser who is comfortable working with donors, closing gifts, and working with fundraising software programs. This role prospects, cultivates, and stewards relationships with potential and existing supporters in a collaborative manner with stakeholders across the organization.

McWane Science Center is a non-profit organization featuring 4 floors of hands-on exhibits and programming, an IMAX Dome with Laser theater and outreach programs to schools throughout the state of Alabama.

Accountabilities and Major Duties

1. Collaborates with senior management, staff and volunteers on strategies aimed at increasing individual giving, generating corporate and foundation gifts and reinvigorating volunteer teams to lead special fundraising events.
2. Plans and implements donor appreciation and cultivation events and activities.
3. Identifies, solicits, stewards, renews, and upgrades donors at all levels.
4. Identifies, recruits, orients and stewards new volunteer committee to re-establish annual special fundraising event(s).
 - a. Solicits sponsorships and other forms of financial support for fundraising event(s).
 - b. Secures in-kind support/donations for event(s) including related data entry, processing acknowledgement letters and correspondence, and manages event expenses.
5. Develops and prepares collateral materials and creates donor prospect packets and proposals.
6. Keeps updated records in Raiser's Edge donor database.
7. Assists with the membership program as needed.
8. Exceeds revenue goals for individual giving and special events and helps team exceed all revenue goals as outlined in the yearly budget.
9. Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required.
- 2 years of fundraising experience preferred, but Master's work or sales experience will be considered.
- Experience with Raiser's Edge or other fundraising software preferred.
- Excellent verbal and written communication skills and strong organizational skills.
- Self-motivated, with outstanding work and personal ethics.



- On-site position with some weekends or nights required.
- Must possess a valid Alabama driver's license subject to an acceptable annual Motor Vehicle Reports.
- Proof of minimum liability insurance as required by State law.

Minimum Physical Qualifications

- Perform work utilizing a computer for extended periods of time.
- Ability to sit/stand for extended periods of time without being able to leave the work area.
- Hearing/visual acuity.
- Ability to operate a motor vehicle.

Benefits include health, dental, vision and life insurance; 403(b) retirement savings plan including company match; paid time off; free membership and movie screenings; discounts in our gift shop, camp program, IMAX theater and food service; and on-site parking.

We look forward to hearing from you! Please forward letter of interest, resume & salary requirements to McWane Science Center Human Resources at HR@mcwane.org. EOE

